



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Wednesday, March 24, 2010
<b>POSITION TITLE:</b>	Chief Deputy Administrator, Correctional Program, CEA, Statewide	<b>FINAL FILING DATE:</b>	Continuous Filing
<b>CEA LEVEL:</b>	Chief Deputy Administrator, Correctional Program, C.E.A. (9691)	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,186.00 - \$10,247.00 / Month	<b>BULLETIN ID:</b>	03242010_1

### POSITION DESCRIPTION

The Chief Deputy Administrator, Correctional Program (Working Title: Chief Deputy Warden), plans, organizes, directs, and coordinates all correctional, business management, work-training incentive, educational services and related programs within a correctional institution; directly supervises all institutional staff; serves as a member of the Warden's policy-setting executive staff; represents the Warden in policy and decision-making meetings within the institution, the department, and with other agencies and organizations; acts as the Warden in his/her absence; develops, interprets, and administers policies and procedures governing the operation of an institution; administers a comprehensive, long-range program for the custody, housing, classification, work, academic and vocational education and training, and discipline and appeals of inmates; administers the activities of inmates; administers the business management activities of the institution; administers the institution's programs for recruitment and selection, equal employment opportunity and labor relations; and coordinates the institution's programs with other institutions and department programs to ensure operational effectiveness.

### MINIMUM QUALIFICATIONS

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program staff.

Either I Must be a civil service employee with permanent civil service status.

Or II Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

**SPECIAL REQUIREMENTS**

The Chief Deputy Administrator, Correctional Program, CEA is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.

**PEACE OFFICER REQUIREMENTS:**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Training Requirements:** Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** Organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

**Ability to:** Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities

of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

### **DESIRABLE QUALIFICATION(S)**

1. Broad and extensive administrative experience managing a comprehensive program for the custody, housing, classification, work, academic and vocational education, discipline and appeals of inmates and offenders.
2. Experience in planning, organizing, directing, or coordinating major correctional programs, i.e., correctional business management, education, medical and allied services, or related programs which has lead to a broad based understanding of institutional operations.
3. Demonstrated experience in developing cooperative working relationships with advocate groups, employee organizations, multidisciplinary staff, and gain the confidence and support of top level administrators.
4. Well developed oral, written and interpersonal skills. The ability to interact and communicate effectively with inmates, staff, the public, other law enforcement and governmental agencies.
5. Ability to analyze complex problems and recommend and/or implement an effective course of action.
6. Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of a Chief Deputy Warden.
7. Demonstrated experience in applying principles and techniques of personnel management and supervision, staff development, and position control.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Deputy Administrator, Correctional Program, CEA, Statewide**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization

### **FILING INSTRUCTIONS**

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and should not exceed four pages in length or be less than size 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

**Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive  
Appointments and Administration  
P.O. Box 942883, Sacramento, CA 94283-0001  
Vickiann Tapia | (916) 445-9287 | [vickiann.tapia@cdcr.ca.gov](mailto:vickiann.tapia@cdcr.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s9/s9691.txt>